



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Vac Ann No: **FGZ-07-0028-DE**
Issue Date: **10/16/2006**
Closing Date: **11/13/2006**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Technical Information Specialist
GS-1412-12/13
Full performance level: GS-13
Salary Range:
GS-12: \$65048-\$84,559 per annum
GS-13: \$74,782-\$97,213 per annum
Work Schedule: Full-time - Permanent
Multiple positions
Competitive Service
NTEU 243

VACANCY LOCATION

U.S. Patent and Trademark Office
Search & Information Resources
Administration
Scientific & Technical Information Center
Electronic Information Center Division
Alexandria, VA

AREA OF CONSIDERATION

All U.S. Citizens
CTAP/ICTAP Eligibles

This vacancy is also being announced as Vacancy Ann. No. SRR-07-0024-MP under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.

THIS IS A LOW RISK POSITION
WHICH REQUIRES A NATIONAL
AGENCY CHEK WITH INQUIRIES
(NACI)

DUTIES:

This position is located in the Electronic Information Center Division, which provides search and information services to patent examiners in all areas of technology including chemical, electrical and mechanical engineering, and other scientific disciplines. The incumbent is assigned to a satellite information facility, called an Electronic Information Center, that serves patent examiners working in a specific area of technology. The incumbent's responsibilities focus on performing detailed electrical, mechanical, computer or chemical technology-related literature searching in various online databases. The incumbent analyzes search requests to determine requirements and strategy, conducts searches of electronic resources, and reviews search results. The incumbent uses independent judgment in selecting from a wide variety of electronic databases and fluently uses search tools offered by a number of vendors as well as in house systems to develop complex search strategies and conduct the searches. The incumbent responds to requests requiring difficult and comprehensive searches for information through the use of primary and secondary sources, both current and retrospective, ephemeral materials, and/or information not readily available in published form. Identifies, examines, and evaluates major publications and tools in scientific and technical areas covered by the Electronic Information Center to which they are assigned. The incumbent prepares and delivers oral and written presentations and training to patent examiners and special groups concerning the services of the information center and the use of information sources and search tools.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade (For GS-12 one-year at or equivalent to the GS-11 grade level and for GS-13 one-year at or equivalent to the GS-12 grade level) in the Federal Service.

EVALUATION OF QUALIFIED CANDIDATES: WILL BE ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS. FAILURE TO ADDRESS EACH FACTOR MAY HAVE AN IMPACT UPON YOUR RANKING.

1. Knowledge of the principles and practice of online searching in science and technology including knowledge of the content and structure of databases, search construction and strategy, search, commands and syntax, index structure, use of controlled vocabularies, natural language searching, Boolean logic, etc.
2. Knowledge of the scientific and technical literature and reference materials in print and in electronic form.
3. Ability to communicate orally and in writing to management, professional and technical staff, including experience in providing briefings and training sessions.

SELECTIVE FACTOR: Not Applicable

REGISTRATION FOR SELECTIVE SERVICE: The Defense Authorization Act of 1986 requires that all male applicants born after 12-31-59, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, please visit www.sss.gov.



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VETERANS' PREFERENCE

You must clearly identify your claim for veterans' preference on your application. If you are claiming 5-point veterans' preference, you must provide a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of entitlement. If you are claiming 10-point veterans' preference, you must submit an SF-15, and the required proof (i.e., Department of Veterans Affairs letter dated 1991 or later, and the latest copy of report of separation from active Duty (DD-214) to establish proof of honorable discharge). Eligibility requirements for 5-point and 10-point Veterans' Preference are available in the *VetGuide* that may be found on the U.S. Office of Personnel Management's website at www.opm.gov.

Candidates claiming veterans' preference who are still on active duty will be granted 5-point tentative preference if their application shows that they have the required service (i.e., served in a war, campaign or expedition). Candidates claiming a 10-point preference on the basis of a disability must include appropriate documentation from the military service or Department of Veterans Affairs. At the time of appointment all candidates must produce a DD Form 214 documenting that their service was honorable.

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an Optional Application for Federal Employment (OF-612), or resume.
2. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
3. College transcript or List of College Courses and Certificate of Scholastic Achievement, if qualifying using education. Status candidates may submit a copy of SF-50, Notification of Personnel Action, showing current or past classification.
4. Statement of qualifications relating to each of the Ranking Factors listed above.
5. Veterans should submit documents listed above, if claiming 5-point or 10-point preference.

FOR SPECIFIC INFORMATION CALL: Sybil Rodriguez 571-272-2813 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
15. Relocation expenses will not be paid.



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The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. Personal information
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. Education
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. Job-Related Work Experience (Paid and Non paid)
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. Other Qualifications
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.